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DEPARTMENT OF HEALTH  
AND ENVIRONMENT

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Division of Environment

Summary of Revisions  
Division of Environment Quality Management Plan, Part I  
October 2010

The EPA document entitled "EPA Requirements for Quality Management Plans" (EPA QA/R-2, March 2001), Section 2.7, requires the QMP to be revised every five years. The last revision of the QMP was adopted on October 30, 2004. Therefore, a revision of the QMP is due in 2010.

This revision of the QMP was accomplished through a collaborative effort of the Quality Assurance Representatives for each of the five Division of Environment bureaus and the Kansas Health and Environmental Laboratories. Julie Coleman, Division of Environment Quality Assurance Officer, coordinated the review and revision and was assisted by Marian Massoth, Bureau of Air, who preceded her as the Divisional Quality Assurance Officer. Julia Young, KDHE Safety Officer, also participated in the review.

Overall, only minor revisions to the QMP Part I were necessary as summarized below.

Document Control

The cover page, table of contents, and standardized headers on each page were updated to reflect the revision number (2) and date of submittal for concurrence.

Concurrence Sheet

The names were updated as necessary and Kansas Health and Environmental Laboratories (KHEL) added.

Section 1.2, paragraph 4

The reassignment of the KHEL to the DOE is described. Throughout the entire document, references to KHEL were added as appropriate and necessary to indicate its role in the implementation of the QMP. These references will not be identified individually in this summary.

Section 4.1.1

KDHE has been granted authority by EPA to review and approve ambient air quality surveillance Quality Assurance Project Plans. This authority is described in this section.

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Sections 4.7 and 4.8

Section 4.7 establishes a deadline for annual program/project evaluations to be submitted to the Divisional Quality Assurance Representative. During the QMP review, representatives from the KHEL and Bureau of Environmental Field Services commented that the current February 15 deadline does not allow adequate time for validation of data generated during the previous calendar year. An extension of the February 15 deadline was requested.

Marian Massoth and Julie Coleman contacted Dianne Harris, Regional Quality Assurance Manager, EPA Region 7, to inquire whether the February 15 deadline is flexible. Dianne stated the February 15 submittal date was an internal KDHE decision, and EPA has no mandatory reporting deadline. Therefore, the February 15 deadline in Section 4.7 has been set back to March 15.

Section 4.8 establishes a deadline for the Divisional Quality Assurance Representative to submit a report summarizing the DOE's quality assurance performance for the previous calendar year. This date has been set back one month to April 15.

Section 11.1 also has been updated to incorporate these new dates.

Section 5.7

This section, *Safety Considerations*, has been revised to describe the DOE Safety Manual which is currently under review.

Section 7.1 and 7.2

Reference to the Office of Information Systems (OIS) has been changed to reflect the new name of KDHE Information Technology (IT).

Section 8

The section requires an electronic version of the QMP be available on the DOE website for third party access. A statement has been added that certain procedures in Parts II and III of the QMP may be considered confidential (e.g. the Laboratory Preparedness Program) and therefore may not be posted on the DOE website for public access.

Appendix B

The organizational chart has been updated.

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Appendix C

The description of the Bureau of Air functions has been updated to omit the asbestos and radiation control programs. The description of the Bureau of Remediation functions has been revised to omit the meth lab program. The Bureau of Environmental Field Services Section has been updated to describe current functions of the Technical Services Section and the Small Business Environmental Assistance Program. A description of KHEL functions has been added.